



## Mailing Services Clerk I

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### Details

**Job ID : 315**

**Title :** Mailing Services Clerk I

**Job Code :** 408

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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### Purpose

RESPONSIBLE FOR RECEIPT, DISTRIBUTION, AND POSTING OF ALL POSTAL SERVICE MAIL FOR THE AOC MILLCREEK COMPLEX.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 6 Months of Work Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 25 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

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### Job Preferred Knowledge

- AOC DEPARTMENTAL STRUCTURE

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### Job Duties

- RECEIVE AND DISTRIBUTE INCOMING MAIL
- PROCESS ALL OUTGOING POSTAL SERVICE MAIL
- OPEN AND DATE STAMP MAIL FOR DEPARTMENTS REQUESTING THAT SERVICE
- PROCESS DEPARTMENTAL MASS MAILINGS IN PREPARATION FOR POSTING
- MAINTAIN POSTAGE ACCOUNT INFORMATION
- ASSIST WITH OTHER SHIPPING DUTIES AS NECESSARY
- OTHER DUTIES AS ASSIGNED